

RFQ #10-11

Questions & Answers 2

Question 4

Can the proposals be submitted via e-mail? If yes what details need to be in the email? What email address should be used for submission?

Answer

No. E-mail submission is not accepted.

Question 5

What does the budget item for “Number of hours per week” mean?

Answer

The number of hours the trainer proposes to be working each.

Question 6

What does this statement mean, “The WDC makes no commitment to contract with trainers procured through this RFQ, but will consider utilizing trainers selected through this RFQ for future needs on an as-needed basis”?

Answer

Responding to this RFQ is not a guarantee of work and that any contract may WDC may be at date in the future.

Question 7

Can you provide our company with some past examples of a completed program budget table?

Answer

This is a newly created position without a prior budget example.

Question 8

What supplies, help with class preparation, materials, and other set up items will you provide to the organization and or individual for this project?

Answer

The WDC and WorkSource sites provide the technology training facilities - labs of between 15 to 20 individual stations along with a station for the trainer (computer and projection screen). Curriculum for each course is provided to the trainer. Each training location provides staff to manage the job seeker workshop sign up process, administrative and IT support to the trainer. Additionally the trainer has

access to a copier, phone and fax. Workshop schedules are posted on the WorkSource Seattle-King county website at:

<http://www.worksourceskc.org/events/calendar/eventlisting.asp?Mylocation=0&Cats=207&Cal=187&Submit=Searchwebsite>